

**THE NAVAJO NATION**  
**Department of Personnel Management**  
**JOB VACANCY ANNOUNCEMENT**

REQUISITION NO: DPS0478342

DATE POSTED: 12/16/13

POSITION NO: 943241

CLOSING DATE: 12/30/13

POSITION TITLE: OFFICE ASSISTANT

DEPARTMENT NAME / WORKSITE: EMERGENCY MEDICAL SERVICE - WINSLOW, ARIZONA

WORK DAYS: MON - FRI REGULAR FULL TIME: ☒ GRADE/STEP: Y56A

WORK HOURS: 8:00 AM - 5:00 PM PART TIME: ☐ NO. OF HRS./WK.: 40 \$ 19,718.40 PER ANNUM

SEASONAL: ☐ Duration: \$ 9.48 PER HOUR

TEMPORARY: ☐

**DUTIES AND RESPONSIBILITIES:**

Types a variety of materials from rough draft or detailed instructions; performs operations by calculating totals and subtotals; keeps logs, records, and simple bookkeeping ledgers; answers telephone, takes messages, maintains files according to established system; operates standard office equipment, such as xerox machine, calculator; may issue receipts, deposit checks, total and prepare cash reports or maintain balance sheets; performs related duties as assigned or required.

**QUALIFICATION REQUIREMENTS:**

**Education, Experience and Training:**

A High School Diploma or GED; and one (1) year of general office work, public contact or related experience; or an equivalent combination of training and experience which provides the capabilities to perform the described duties.

***(To receive full credit for education, certification, or licensure, transcripts, copies of degrees, certificates, and other appropriate documents must be submitted along with employment application.)***

**Special Knowledge, Skills and Abilities:**

Some knowledge of modern office practices, procedures, and equipment. Ability to type a minimum of 40 words per minute, ability to do clerical work and learn office management and procedures; ability to spell correctly, use good English and make simple arithmetical computations; ability to understand and follow oral and written directions; ability to establish and maintain cooperative relations with the Public.

**Special Requirements:**

**PREFERRED:** Valid state vehicle operator license. Within ninety (90) days of employment must obtain a Cardiopulmonary Resuscitation (CPR) First Aid card; Navajo Nation Vehicle Operators Permit.

**VETERANS' PREFERENCE APPLIES**

**THE NAVAJO NATION GIVES PREFERENCE TO ELIGIBLE AND QUALIFIED APPLICANTS IN ACCORDANCE WITH THE NAVAJO PREFERENCE IN EMPLOYMENT ACT.**